

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - March 11, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
3217	Gaming	Gaming Inspector	CR - NEW	3/11/2013	\$ 19.01
3287	Gaming	Gaming Inspector	CR - NEW	3/11/2013	\$ 19.01
3284	Gaming	Gaming License Technician	CR - NEW	3/11/2013	\$ 19.01
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3253	Human Resources	Administrative Assistant	CR	2/11/2013	\$ 14.49
3278	Human Resources	Records Information Systems Technician	CR	2/25/2013	\$ 18.55
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Department of Planning and Economic Development					
3218	Credit and Finance	Economic Development Specialist		2/4/2013	\$ 19.49
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3234	Behavioral Health	Counselor, Senior	CL- Correction	3/4/2013	\$ 21.51
3235	Behavioral Health	Counselor, Senior	CL- Correction	3/4/2013	\$ 21.51
3236	Behavioral Health	Counselor, Senior	CL- Correction	3/4/2013	\$ 21.51
3274	Child Welfare	Human Services Investigation		2/19/2013	\$ 24.94
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3226	Senior Services	Cook		2/25/2013	\$ 11.32
3227	Senior Services	Cook Aide (part-time)		3/4/2013	\$ 8.84
Department of Education					
3229	Administration	Director of Education		2/4/2013	\$ 69,777.00
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3009	Johnson O'Malley	Program Coordinator (Part-Time)		2/11/2013	\$ 19.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3263	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3286	Recreation - Site: Pisinemo	Maintenance Technician		2/25/2013	\$ 11.89
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3265	Recreation - Site: San Xavier	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3270	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05
3208	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05
Department of Public Safety					
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00
3247	Law Enforcement - Corrections	Maintenance Technician		1/28/2013	\$ 11.89

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3015	Law Enforcement	Corrections Administrator		2/11/2013	\$ 85,017.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually

Opening Date: 02/25/13

Closing Date: Open Until Filled

Please contact SXAA Office at (520) 807-2121 for more information regarding this position.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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3217
3287

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR
SALARY: \$19.01 PER HOUR, PLUS BENEFITS

OPENING DATE: March 11, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.

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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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3284

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE TECHNICIAN

SALARY: \$19.01 PER HOUR, PLUS BENEFITS

OPENING DATE: March 11, 2013

CLOSING DATE: Open Until Filled

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STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, performs complex technical regulatory work to determine compliance with applicable tribal, state laws and compacts, regulations for the purpose of supporting a tribal gaming license and state certification. Ensures compliance with the Indian Gaming Regulatory Act (IGRA) and National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associates Degree in Information Systems or closely related field, and four years' work experience in gaming operations or automated records information systems, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Capable of obtaining Notary Public Certification.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.

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**3234, 3235,
3236**

JOB ANNOUNCEMENT

Correction

JOB TITLE: COUNSELOR, SENIOR

SALARY: \$15.60--21.51* PER HOUR, PLUS BENEFITS

OPENING DATE: March 4, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. . *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Counselor, Senior level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, counsels clients and individuals in group sessions to assist in overcoming dependencies, adjusting to life, and making changes; assists clients with personal, family, educational, and career decisions and problems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Counseling or closely related field and two years' work experience in a behavioral health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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